



How to Submit Bids Online

Central Procurement Office


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Introduction

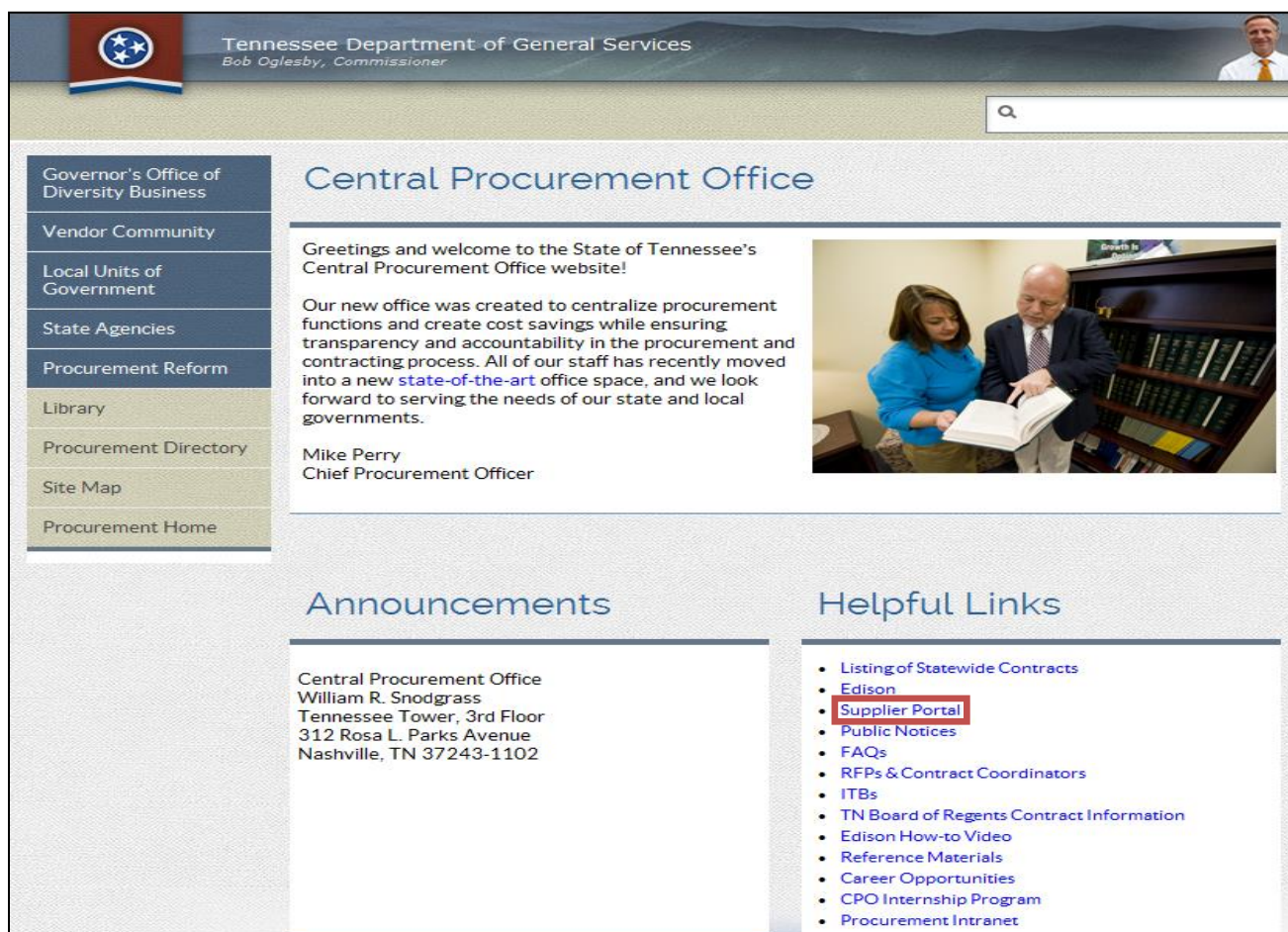
This manual is intended to aid suppliers when entering a bid into the eSupplier portal. Follow the steps below to successfully enter an electronic response to an Event.

HINT

A tip for viewing attachments in Edison is to hold down the Ctrl button on the keyboard while also clicking . Continue to hold down the Ctrl key until the document loads.

Accessing the Supplier Portal

Navigate to the Central Procurement Office website via the URL <http://tn.gov/generalserv/cpo/>. Under the Helpful Links section heading, click on the Supplier Portal link.



Logging In to the Supplier Portal

Use the main Supplier Portal webpage to log in to the system.

1. Click the **HERE** link to sign-on.
2. Enter your **User ID** in to the **Access ID** field.
3. Click **Continue** to be brought to the screen to enter your password.
4. Enter your **Password** in the Password field.
5. Click **Enter**.



HINT

If you experience problems with logging in to the Supplier Portal, contact the Edison HelpDesk at 615-741-4357 or 866-376-0104.

Sign-On

Please sign in [HERE](#)

Sign In:

Enter your user name.

Access ID:

[Continue](#)

[Where do I enter my password?](#)

Sign In:

Please enter your password

Password:

[enter](#)

[Forgot your password?](#)

Viewing Events

Once you have logged in, bid opportunities will be displayed on the Supplier Portal home screen in the My Sell Events section.

edison

Favorites | Main Menu

Personalize | Content | Layout

Welcome to Tennessee eSupplier

Welcome to State of Tennessee eSupplier Portal
TN Buyer: Matt Ross mattdross@tn.gov
If Your email address is missing or incorrect, please update your registration

Procurement Agency Links
[Central Procurement Office](#)
[RFP Listing](#)
[TN Department of Transportation](#)
[Payment Contact Information by Agency](#)

My Buy Events
There are no events to view.

My Sell Events

Event Name	Event Type	Start Date/Time	End Date/Time
Outboard Motor - Keri	RFx	03/31/2014 12:40PM CDT	04/17/2014 02:00 PM CDT
Testing the auction stuff	RFx	03/31/2014 4:26PM CDT	04/30/2014 04:26 PM CDT

[See all of my events](#)

To view all available bid opportunities, do the following:

1. Click on the [See all of my events](#) link below the events that are displayed. This will display the View Events and Place Bids screen.

View Events and Place Bids

Welcome, State of Tennessee
User: TN Buyer- Matt Ross

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search:

Event ID: -

Event Name:

Event Type:

Event Status:

☐ Include Declined Invitations?

[Manage Saved Searches](#) [Save Search Criteria](#) [Advanced Search Criteria](#)

Results Should Include:

☒ Sell Event

☒ Purchase Event

☐ Request For Information

Search Results

Event ID	Event Name	Format	Type	End Date
32101-0000007885	Outboard Motor - Keri Test	Sell	RFx	04/17/2014 02:00 PM CDT
32501-0000007887	Test	Sell	RFx	Event Completed
33101-0000007886	testing the auction stuff	Sell	RFx	04/30/2014 04:26 PM CDT

2. Verify all the checkboxes in the *Results Should Include:* section are checked. Select any that need to be selected.
3. Under the Search Criteria header, verify that Event Status reads "Posted."
4. Click . The search results will populate under the Search Results header.
5. To view an event, click on the appropriate **Event ID link** (i.e. [32101-0000007885](#)) in the Event ID section. This will display the *Event Details* screen.

Results Should Include:

☒ Sell Event

☒ Purchase Event

☒ Request For Information

Event Details

Welcome, State of Tennessee
User: TN Buyer- Matt Ross

[Information On Inquiry Options](#)

Bidding Shortcuts:

[View Event Activity](#)
[View Event Package](#)
[Upload XML Bid Response](#)
[View, Edit or Copy from Saved Bids](#)

[Bid on Event](#)

Event Name: Outboard Motor - Keri Test
Event ID: 32101-0000007885
Event Format/Type: Sell Event RFX
Event Round: 1
Event Version: 1
Event Start Date: 03/31/2014 12:40PM CDT
Event End Date: 04/17/2014 02:00 PM CDT

Event Description:
 Test for eSupplier Functionality

Contact: Alyssa Cave
Phone:
Email: alyssa.cave@tn.gov
Online Discussion:
Live Chat Help:

Payment Terms:
My Bids: [4 In-Process and Submitted](#)
Edits to Submitted Bids: Allowed
Multiple Bids: Allowed

★ Bid Required

Line Comments/Files

Line	Description	Unit	Requested Quantity	Status
1	★ Outboard Motor, 150 HP, 25" Shaft	EA	4.0000	

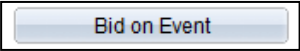
6. To view specific information about the event (Event Bid Package and Event Details), click on the **View Event Package** link in the *Bidding Shortcuts:* section.

HINT

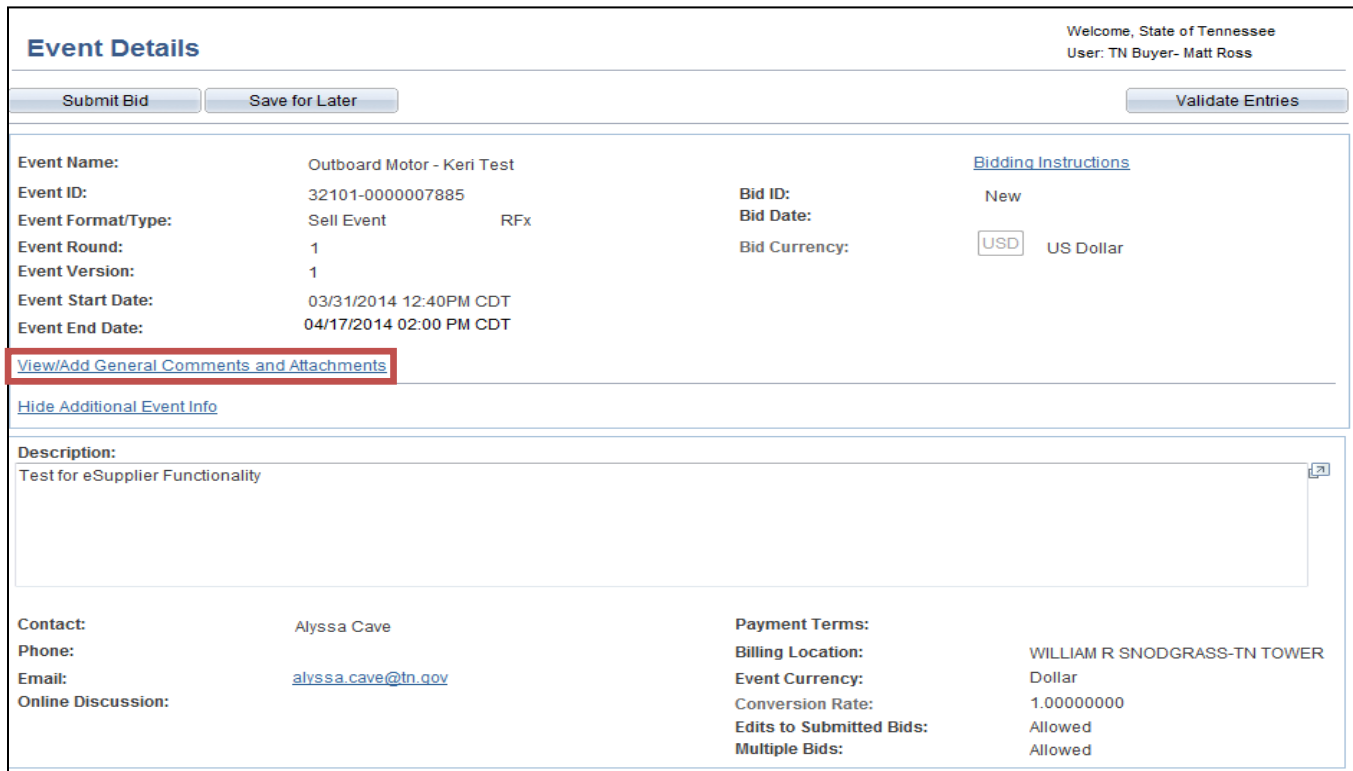
Event attachments **CANNOT** be viewed from this page. Also, an event **CANNOT** be bid on from this page.

Bidding Shortcuts:
[View Event Activity](#)
[View Event Package](#)
[Upload XML Bid Response](#)
[View, Edit or Copy from Saved Bids](#)

Bidding on an Event

To access event documentation, comments, and the area where required event information can be entered in order to bid on an event, click the  button at the top of the *Event Details* screen.

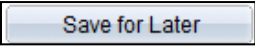

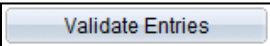
An expanded *Event Details* screen loads with Event information, links, and the functionality to bid on the event.



The screenshot shows the 'Event Details' screen for a user named 'TN Buyer- Matt Ross'. At the top, there are three buttons: 'Submit Bid', 'Save for Later', and 'Validate Entries'. The main content area displays event information for 'Outboard Motor - Keri Test' with Event ID '32101-0000007885'. It includes fields for Event Format/Type (Sell Event RFx), Event Round (1), Event Version (1), Event Start Date (03/31/2014 12:40PM CDT), and Event End Date (04/17/2014 02:00 PM CDT). A link for 'View/Add General Comments and Attachments' is highlighted with a red box. Below this is a 'Description' field containing 'Test for eSupplier Functionality'. At the bottom, contact information for Alyssa Cave is listed, along with payment terms and billing location details.

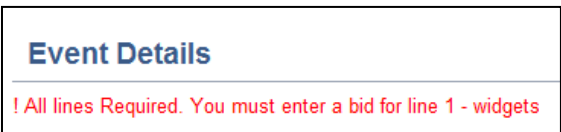
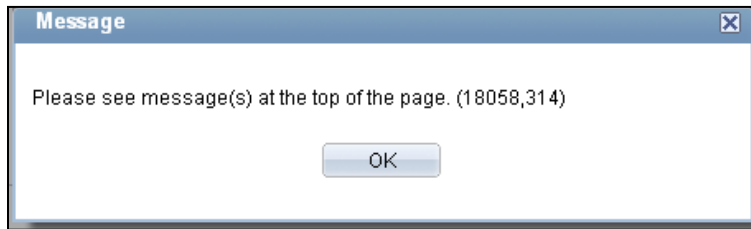
Event Details		Welcome, State of Tennessee User: TN Buyer- Matt Ross	
Submit Bid Save for Later Validate Entries			
Event Name:	Outboard Motor - Keri Test	Bidding Instructions	
Event ID:	32101-0000007885	Bid ID:	New
Event Format/Type:	Sell Event RFx	Bid Date:	
Event Round:	1	Bid Currency:	<input type="text" value="USD"/> US Dollar
Event Version:	1		
Event Start Date:	03/31/2014 12:40PM CDT		
Event End Date:	04/17/2014 02:00 PM CDT		
View/Add General Comments and Attachments			
Hide Additional Event Info			
Description: Test for eSupplier Functionality			
Contact:	Alyssa Cave	Payment Terms:	
Phone:		Billing Location:	WILLIAM R SNODGRASS-TN TOWER
Email:	alyssa.cave@tn.gov	Event Currency:	Dollar
Online Discussion:		Conversion Rate:	1.00000000
		Edits to Submitted Bids:	Allowed
		Multiple Bids:	Allowed

There are three (3) buttons at the top and bottom of the *Event Details* screen with specific functions that pertain to bidding on an event:

-  click this button to save the bid in progress.
-  click this button to submit the bid.
-  click this button to validate bid response(s).

HINT

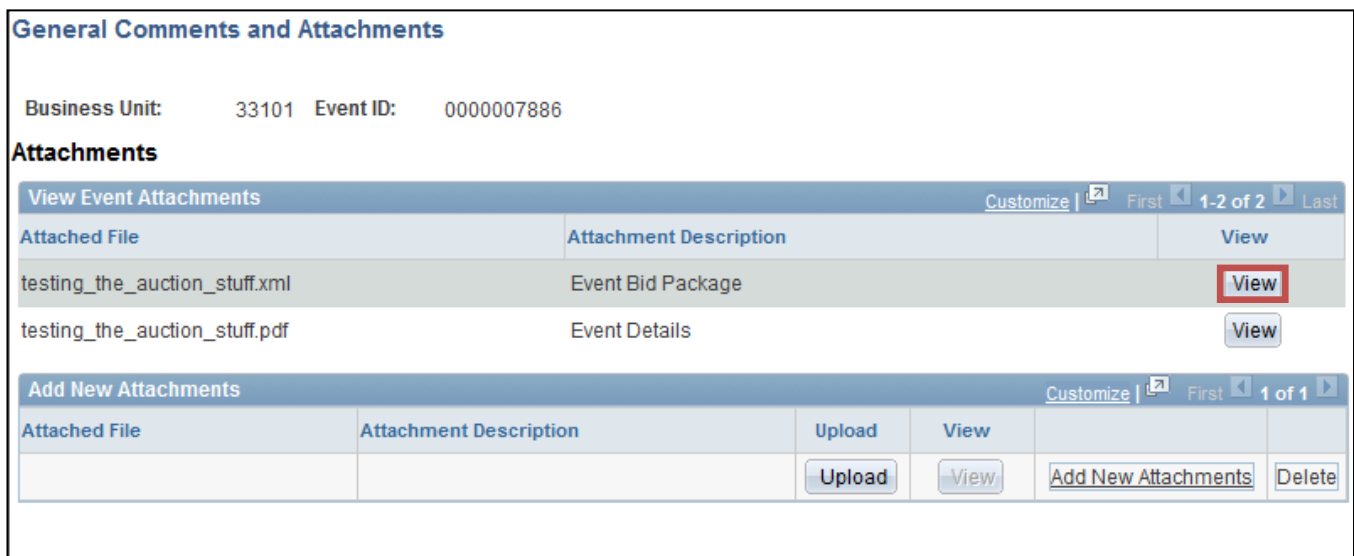
If **Submit Bid** or **Validate Entries** is selected and all pertinent information has not been completed, the following message box will appear with instructions for what to address before submitting the bid.



Viewing Event Attachments

Event attachments/documents (i.e. Terms & Conditions, specifications, etc.) are accessible from the *General Comments and Attachments* screen. To view attached event documents, do the following:

1. Click the [View/Add General Comments and Attachments](#) link in the box containing basic event information at the top of the expanded *Event Details* screen.



2. On the *General Comments and Attachments* screen under the *View Event Attachments* header, click **View** next to each event file to view it.
3. To return to the *Event Details* screen:
 - a. If you **added** comments or attachments, screen, click **OK**.
 - b. If you **did not add** comments or attachments, click **Cancel**.

Answering Event Questions

Event questions must be answered in order to successfully submit a bid for an event. They are found below the *Step 1: Answer General Event Questions* header on the expanded *Event Details* screen.

Step 1: Answer General Event Questions

The event administrator requests your response to questions not specific to any specific item.

General Event Questions: 1
Required Questions: 1
Questions Responded To: 0

[Hide Event Questions](#)

Event Questions

★ Bid Required ★ Ideal Response Required

General Questions Previous Questions 1 of 1 Next Questions

★ ★ I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid. IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Response:
Ideal: Yes

[Add Comments or Attachments](#)

To answer event questions, do the following:

1. Fill in the comment section for open response event questions.
2. From the drop-down menu, select the appropriate response to the event question.

To add a comment or to attach a document to an event question, do the following:

1. Click the [Add Comments or Attachments](#) link to the right of the respective event question. The *Question Comments and Attachments* screen loads.

Question Comments and Attachments

Business Unit: 32101 Event ID: 0000007885

I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid. IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Attachments

[Add New Attachments](#)

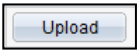


Attached File	Attachment Description	Upload	View
		Upload	View

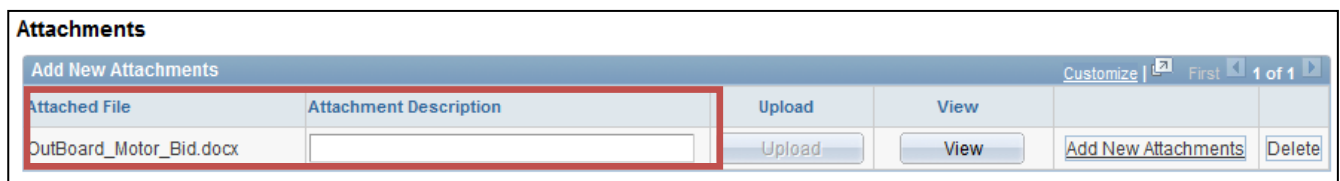
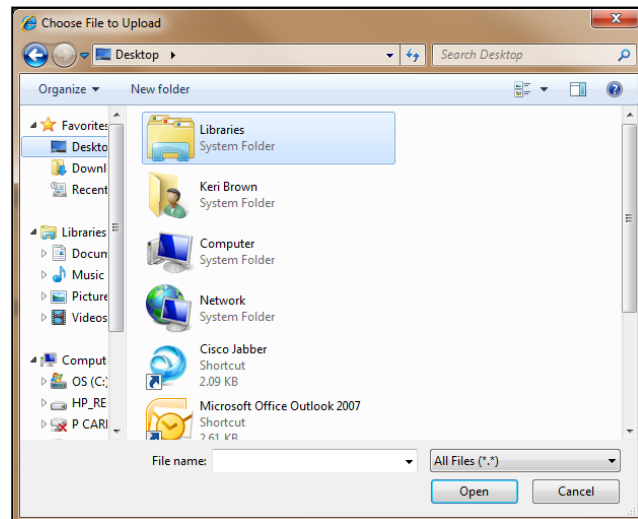
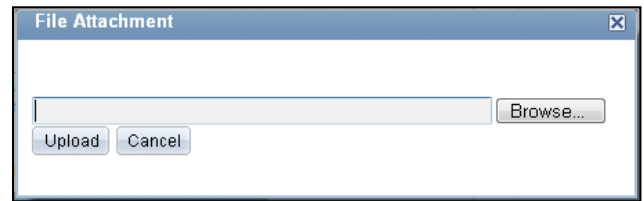
[Add New Attachments](#) [Delete](#)

Comments

[Add New Comments](#)

[OK](#) [Cancel](#)

2. Click  in the *Attachments* section to attach a file to the event question.
3. In the *File Attachment* box, click **Browse**.
4. In the *Choose File to Upload* box, navigate to the document.
5. Select the document.
6. Verify the file name populates the in *File name* field.
7. Click **Open**. The *File Attachment* box is displayed again.
8. In the *File Attachment* box, verify the file pathway populates in the  field.
9. Click  in the *File Attachment* box.





10. Verify the pertinent document populated in the *Attached File* area of the *Add New Attachments* section.
11. In the *Attachment Description* field, type the name of the document.
12. You may add comments by typing in the *Comments* section.
13. Click  when finished to return to the expanded *Event Details* screen.

Question Comments and Attachments

Business Unit: 32101 Event ID: 0000007885



I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.
 IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Attachments

Attached File	Attachment Description	Upload	View
OutBoard_Motor_Bid.docx			

Comments

Add New Comments

Entering a Bid Price

A bid price must be entered in order to successfully submit a bid for an event. The Line information for bidding is below the *Step 2: Enter Line Bid Responses* header on the expanded *Event Details* page.

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event: 1

Lines That Require a Response: 1

Lines Responded To: 0

Your Total Line Pricing: 0.0000 USD

[Hide Line Detail](#)

★ Bid Required Line Comments/Files

Lines									
Customize First Previous Lines 1 of 1 Next Lines									
Line		Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price	
1	★	1000003905	Outboard Motor, 150 HP, 25" Shaft	EA	4.0000	4.0000	<input type="text"/>	0.0000 USD	Bid

To enter a bid price, do the following:

1. Locate the line on which you want to bid.
2. Enter *Your Unit Bid Price* for that line item.

More in-depth options for placing a bid are available for each line of an event. These options are located on the *Line Details* screen. To access the *Line Details* screen, do the following:


1. Locate the line on which you want to bid.

Line Details

Save for Later Start Page Validate Entries

Line: 1 of 1


Line Details

Line: 1 Item ID: 1000003905
Outboard Motor, 150 HP, 25" Shaft  Response Required: Yes

Category: Motors, Outboard, Gasoline
[View/Add Question Comments and Attachments](#)

Exact request quantity required.


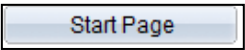
Unit of Measure: Each Qty Requested: 4.0000 Your Unit Bid Price:
 Your Max Bid Quantity: 4.0000 Total Bid Price: 0.0000 USD
 Max Quantity: 4.0000 Reserve Price: No

Shipping Information Customize Find  First 1 of 1 Last

Ship Quantity	Due Date	Ship To Location	Ship Via	Freight Terms
4.0000	04/18/2014		View	

[Item Specification](#)


Save for Later Start Page Validate Entries

2. Click on the  link to the far right of the line information. The *Line Details* screen loads.
3. On the *Line Details* screen you may:
 - A. View documents (i.e. specifications) that are attached to the line.
 - B. Address event questions that are attached to the line (i.e. adding brands and models).
 - C. Read attachments.
 - D. Enter your unit bid price.
4. To return to the expanded *Event Details* screen, click the  button.

Accessing Line Bid Factors

Line bid factors are questions that a bidder must answer in order to effectively and completely submit a bid on an event. Line bid factors are displayed on the *Line Details* screen if they are assigned to a line. The most common line bid factor questions are ones pertaining to brand and model of products.

To access the *Line Details* screen, do the following:

1. From the *Event Details* screen, click  at the end of the line for the line item. The *Line Details* screen loads.

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event: 1

Lines That Require a Response: 1

Lines Responded To: 0

Your Total Line Pricing: 0.0000 USD

[Hide Line Detail](#)

★ Bid Required Line Comments/Files

Line	Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price	
1	1000003905	Outboard Motor, 150 HP, 25" Shaft	EA	4.0000	4.0000	<input type="text"/>	0.0000 USD	Bid



HINT

The Line Details screen provides more in-depth options for placing bids. From this page attachments to the line can be viewed, bid factors associated to the line can be addressed (i.e. adding brands and models), or comments can be reviewed and made.

- To view attachments or comments or to upload attachments or comments, for the line item, click the [View/Add Question Comments and Attachments](#) link. The Line Comments and Attachments screen loads.

Line Details

[Save for Later](#) [Start Page](#) [Validate Entries](#)

Line: 1 of 1

Line Details

Line: 1 Item ID: 1000003905

Outboard Motor, 150 HP, 25" Shaft

Response Required: Yes

Category: Motors, Outboard, Gasoline

[View/Add Question Comments and Attachments](#)

Exact request quantity required.

Unit of Measure: Each

Qty Requested: 4.0000

Your Max Bid Quantity: 4.0000

Max Quantity: 4.0000

Your Unit Bid Price:

Total Bid Price: 0.0000 USD

Reserve Price: No

Shipping Information

Ship Quantity	Due Date	Ship To Location	Ship Via	Freight Terms
4.0000	04/18/2014	View		

Item Specification

[Save for Later](#) [Start Page](#) [Validate Entries](#)

- To view attached line documents, click the **View** button next to the document to view it. In the screen shot below, the View button is not accessible because documents are not attached to the

line item. If documents are attached to a line item, the View button will be accessible (appear as the Upload does with the word “View” in black text).

Line Comments and Attachments

Event ID: 0000007885 Line: 1

Outboard Motor, 150 HP, 25" Shaft

Attachments

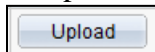
Attached File	Attachment Description	Upload	View		
		Upload	View	Add New Attachments	Delete

Comments

Add New Comments

OK Cancel

4. To upload a document to the line item, click



5. In the *File Attachment* box, click **Browse**.

File Attachment

Browse...

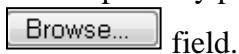
Upload Cancel

6. In the *Choose File to Upload* box, navigate to where the documentation is saved.

7. Select the documentation. Verify the file name populates the in *File name* field.

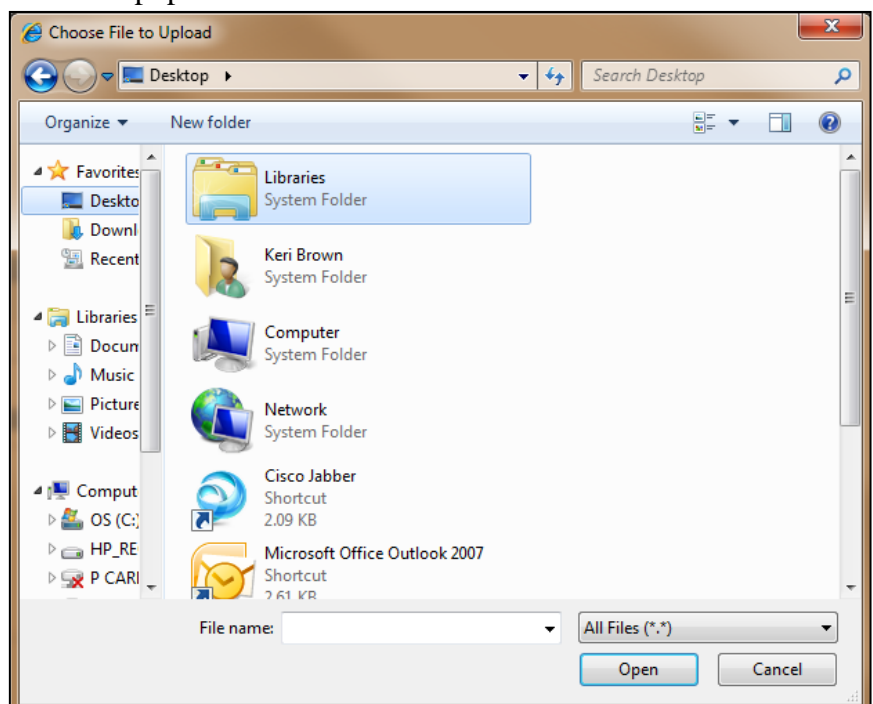
8. Click **Open**. The File Attachment box is displayed again.

9. In the File Attachment box, verify the file pathway populates in the



10. Click **Upload** in the File Attachment box.

11. Verify the document populated in the *Attached File* area of the *Add New Attachments* section.



12. In the *Attachment Description* field, type the name of the document.

Attachments

Add New Attachments Customize First 1 of 1

Attached File	Attachment Description	Upload	View		
OutBoard_Motor_Bid.docx	<input type="text"/>	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Add New Attachments	<input type="button" value="Delete"/>

13. To add comments, type the information in the *Comments* section.

14. Click when finished to return to the *Line Details* screen.

15. Enter the bid price in the **Your Unit Bid Price** field.

Exact request quantity required.

Unit of Measure:	Each	Your Unit Bid Price:	<input type="text"/>
Qty Requested:	4.0000	Total Bid Price:	0.0000 USD
Your Max Bid Quantity:	<input type="text" value="4.0000"/>	Reserve Price:	No
Max Quantity:	4.0000		

16. Respond to the **Line Questions** under the *Line Questions* header.

HINT *Line questions are not shown in the above screen shots. The Line Questions section will look similar to the Event Questions section, where Event Questions are answered for the entire event. Refer back to [pages 8-9](#) to see what the Events Questions section looks like.*

17. Once all information has been entered for the line item, click to return to return to the *Event Details* screen.

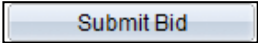
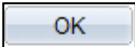
★ Bid Required Line Comments/Files

Lines Customize First Previous Lines 1 of 1 Next Lines									
Line		Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price	
1	★	1000003905	Outboard Motor, 150 HP, 25" Shaft	EA	4.0000	4.0000	<input type="text" value="2000.00000"/>	8,000.0000 USD	Bid

HINT *Notice the Unit Bid Price entered on the Line Details screen has populated for the line item. Also, notice the Line Comments/Files icon. If documents were uploaded/attached, there will be dotted lines in the bubble icon.*

Submitting a Bid

Once all bid information has been entered on the expanded *Event Details* screen, do the following to submit the bid:

1. Click the  button at the top or the bottom of the *Event Details* screen. This will populate The *Bid Confirmation: Important Warning!!* screen.
2. Click  if all the bid information is correct.

Event Details

Welcome, State of Tennessee
User: TN Buyer- Matt Ross

Submit Bid

Save for Later

Validate Entries

Event Name:

Outboard Motor - Keni Test

[Bidding Instructions](#)

Event ID:

32101-000007885

Bid ID:

New

Event Format/Type:

Sell Event

RFx

Bid Date:

Event Round:

1

Bid Currency:

USD

US Dollar

Event Version:

1

Event Start Date:

03/31/2014 12:40PM CDT

Event End Date:

04/17/2014 02:00 PM CDT

[View/Add General Comments and Attachments](#)

[Hide Additional Event Info](#)

Bid Confirmation

IMPORTANT WARNING!!!

DO NOT click the browser back button that is located in the upper left hand corner of your screen as this action may cancel your bid submission. Thank you for participating in the State of Tennessee bid process. Click the OK button below to confirm your bid submission and also generate a PDF copy of your bid responses which will be sent to the email address associated with your User ID.

-

Your bid has been successfully submitted.

Bid ID:

1

Bid Date:

04/01/2014 3:03:19PM CDT

Event ID:

0000007886

testing the auction stuff

Event Format:

Sell Event

Round:

1

Version:

1

Start Date:

03/31/2014 4:26PM CDT

End Date:

04/30/2014 04:26 PM CDT

Your Total Price:

60,000.00 USD

OK

Copy Bid

Submitting an Alternative Bid

Instances may exist where after submitting an initial bid, there is a need to submit an alternative bid. To submit an alternative bid, complete the steps outlined on the following pages. Navigate to the *Event Details* screen via the following pathway.

Main Menu > Manage Events and Place Bids > View Events and Place Bids

1. Click **Main Menu**.
2. Click **Manage Events and Place Bids**.
3. Click **View Events and Place Bids**.
4. Click on the **View, Edit, or Copy from Saved Bids** link in the *Bidding Shortcuts*: section. This will populate the *View, Edit, or Copy from Saved Bids* screen.

Event Details		Welcome, State of Tennessee User: TN Buyer- Matt Ross
Information On Inquiry Options	Bidding Shortcuts:	View Event Activity View Event Package Upload XML Bid Response View, Edit or Copy from Saved Bids
<input type="button" value="Bid on Event"/>		

5. In the *Bids* section, identify the bid to submit again with alternative information. Click [Copy](#). This will populate the *Event Details* screen.

View, Edit or copy from Saved Bids									
Event Name:		Outboard Motor - Keri Test							
Event ID		32101-0000007885							
Event Format/Type:		Sell Event RFX							
Event Start Date:		03/31/2014 12:40PM CDT							
Event End Date:		04/17/2014 02:00 PM CDT							
Event Round:		1							
Event Version:		1							
Multiple Bids:		Allowed							
Currency:		US Dollar							
Bids									
Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved				
1	1	1	Posted	Posted	04/01/2014 4:31PM CDT	View/Edit	Copy	Cancel	Upload
2	1	1	Saved	Posted	04/15/2014 10:42AM CDT	View/Edit	Copy	Cancel	Upload
3	1	1	Saved	Posted	04/15/2014 10:51AM CDT	View/Edit	Copy	Cancel	Upload
4	1	1	Posted	Posted	04/15/2014 1:21PM CDT	View/Edit	Copy	Cancel	Upload

- The bid with previously submitted information is displayed. Navigate to the areas where the information is located that is to be changed.

Event Questions

★ Bid Required
Ideal Response Required

General Questions
Previous Questions 1 of 1 Next Questions

★ I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid. IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Response: Yes
Ideal: Yes
Add Comments or Attachments

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event: 1
Lines That Require a Response: 1
Lines Responded To: 0
Your Total Line Pricing: 8,000.0000 USD

Hide Line Detail

★ Bid Required
Line Comments/Files

Lines
Customize | First Previous Lines 1 of 1 Next Lines

Line		Item ID	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price		
1	★	1000003905	Outboard Motor, 150 HP, 25" Shaft	EA	4.0000	4.0000	2000.0000	8,000.0000 USD		Bid

- Enter the alternative information, responses, bid prices, etc. into the appropriate fields.
- When all necessary changes have been made, click **Submit Bid** at the top or bottom of the *Event Details* screen.

Event Details

Welcome, State of Tennessee
User: TN Buyer- Matt Ross

Submit Bid
Save for Later
Validate Entries

Event Name: Outboard Motor - Keri Test
Event ID: 32101-0000007885
Event Format/Type: Sell Event RFx
Event Round: 1
Event Version: 1
Event Start Date: 03/31/2014 12:40PM CDT
Event End Date: 04/17/2014 02:00 PM CDT

Bid ID: New
Bid Date:
Bid Currency: USD US Dollar

Bidding Instructions

View/Add General Comments and Attachments

Hide Additional Event Info

9. The *Bid Confirmation: Important Warning!!* screen loads. Read the information at the top of the screen. Review the information pertaining to your bid on the event.

Bid Confirmation
IMPORTANT WARNING!!!
DO NOT click the browser back button that is located in the upper left hand corner of your screen as this action may cancel your bid submission. Thank you for participating in the State of Tennessee bid process. Click the OK button below to confirm your bid submission and also generate a PDF copy of your bid responses which will be sent to the email address associated with your User ID.

Your bid has been successfully submitted.

Bid ID:	5	Bid Date:	04/16/2014 10:58:49AM CDT	
Event ID:	0000007885	Outboard Motor - Keri Test		
Event Format:	Sell Event	Round:	1	Version: 1
Start Date:	03/31/2014 12:40PM CDT	End Date:	04/17/2014 02:00 PM CDT	
Your Total Price:	12,000.00 USD			

10. Click if all the alternative bid information is correct.

Viewing My Event Activity

A Vendor can view previous event invitations, event bids, and event awards from the Event Activity screen. Follow the steps below to navigate to the **Event Activity** screen.

Main Menu > Manage Events and Place Bids > My Event Activity

1. Click **Main Menu**.
2. Click **Manage Events and Place Bids**.
3. Click **My Event Activity**.

By click on the links shown below a Vendor can view event invitations, event bids, and events awarded.

Event ActivityUser: TN Buyer - matt.koss
Event Activity Summary
Click on number to view events below
Events Invited To: [444](#) Events Bid On: [42](#) Events Awarded: [5](#)

The Search Criteria feature can be used to search for specific events.

The screenshot shows the 'Event Activity' page with a summary of events. A red box highlights the 'Search Criteria' section. The summary shows 444 events invited to, 42 events bid on, and 5 events awarded. The search criteria section includes dropdowns for 'Event Format' and 'Event Type', radio buttons for 'Events Invited To' (selected), 'Events Bid On', and 'Events Awarded', and a 'Date Range' section with 'From' and 'Through' date pickers. A 'Search' button is at the bottom of the criteria section.

Event Activity Summary	
Click on number to view events below	
Events Invited To:	444
Events Bid On:	42
Events Awarded:	5

Search Criteria
Event Format:
Event Type:
☒ Events Invited To ☐ Events Bid On ☐ Events Awarded
Date Range: From: Through:

Viewing Purchase Order

A Vendor can view purchase orders to verify the items that have been ordered in the Edison system. Follow the steps below to navigate to the **Purchase Order** screen.

Main Menu > Manage Orders > Purchase Orders

1. Click **Main Menu**.
2. Click **Manage Orders**.
3. Click **Purchase Orders**.
4. Enter information into the **Search Criteria** fields. If no information is known the **From Date** and **To Date** can be adjusted.
5. Click **Search**.

The screenshot shows the 'Purchase Orders' page with a 'Filter Options' section. A red box highlights the 'Search Criteria' section. The filter options include 'State of Tennessee' and a search instruction. The search criteria section includes fields for 'From PO ID', 'To PO ID', 'Item ID', 'Vendor Item ID', 'From Date', 'To Date', 'Buyer', 'Contract ID', 'Contract Version', and 'Release'. A 'Search' button is at the bottom of the criteria section.

Purchase Orders
Filter Options
State of Tennessee
Enter search criteria and click on Search. Leave blank for all values.
Search Criteria
From PO ID: ☐ PO's Waiting Acknowledgement
To PO ID:
Item ID:
Vendor Item ID:
From Date: 11/17/2014 (example: 01/31/2000)
To Date: 12/17/2014 (example: 01/31/2000)
Buyer:
Contract ID:
Contract Version:
Release:

Purchase Order List

State of Tennessee

POs Returned: 430

[Set filter options](#)

Default View for Change Orders:

Orders Per Page

All lines

First  1 to 430 of 430  Last

Purchase Order List

[Customize](#) | [Find](#) | [View 100](#) | |

Purchase Order		Status	Last Dispatched Date/Time	Lines	Total Amount	Acknowledge Status		
<input type="checkbox"/>	0000000932	Dispatched	12/17/2014 2:55:31PM	2	154.40 USD	New	<button>Create ASN</button>	<button>View PDF</button>
<input type="checkbox"/>	0000000931	Dispatched	12/17/2014 2:38:36PM	1	363.20 USD	New	<button>Create ASN</button>	<button>View PDF</button>

6. Confirm the Purchase Order number and click on the **View PDF** link. This will populate a PDF copy of the Purchase Order, an authorization of order.

PURCHASE ORDER		Dispatch via Print	
Duplicate Order	Date	Revision	Page
10/25/2014	10/23/2014		1 of 2
Customer Name	Project Name	Ship to	
Field Services			
325 8TH AVENUE N	325 8TH AVENUE N		
RACHEL JACKSON BLDG	RACHEL JACKSON BLDG		
NASHVILLE TN 37243	NASHVILLE TN 37243		
United States	United States		
Vendor: 0000000051	State of Tennessee		
240 West Court Ave Ste 310			
Nashville TN 37228-1724			
BB1 To: 325 8TH AVENUE N	325 8TH AVENUE N		
RACHEL JACKSON BLDG	RACHEL JACKSON BLDG		
NASHVILLE TN 37243	NASHVILLE TN 37243		
United States	United States		
207 S KNOX AVENUE ROAD	MEMPHIS TN 38115		
United States	United States		
Item Description	Quantity	Unit	Price
1,000.0000	0.30		116.70 12/18/2014
Schedule Total			116.70
Item Total			116.70
10.00 PE	3.77		37.70 12/18/2014
Schedule Total			37.70
Item Total			37.70
Total PO Amount			154.40

12/15/14-Mailing for Knight Amnist office. Approved by DD, Jacqueline Williams, kjs

Viewing Invoices

A Vendor can use the Viewing Invoices feature to monitor invoices and approval of invoices. Follow the steps provided below to navigate to the Review Invoices screen.

[Main Menu](#) > [Review Payment Information](#) > [Invoices](#)

1. Click **Main Menu**.
2. Click **Review Payment Information**.
3. Click **Invoices**.
4. Enter information into the **Search Criteria** fields. If no information is known the **From Date** and **To Date** can be adjusted.
5. Click **Search**.

The screenshot shows the 'Review Invoices' page with a 'Filter Options' section. Below this is a 'Search Criteria' section with several input fields: 'From Invoice Number', 'To Invoice Number', 'Item ID', 'Vendor Item ID', 'From Date' (with a calendar icon and example '01/31/2000'), 'To Date' (with a calendar icon and example '01/31/2000'), 'From Amount', 'To Amount', and 'Approval Status' (a dropdown menu). A 'Search' button is at the bottom. A red box highlights the 'Search Criteria' section.

This will populate the Invoice List. This list will include the Invoice Number, Invoice Date, Gross Amount, Approval Status of the Invoice, The Due Date, and Voucher number.

Review Invoices						
Invoice List						
State of Tennessee						
Set filter options						
Invoice List						
Invoice Number	Invoice Date	Gross Amt		Approval Status	Due Date	Voucher
ETCH BI-MONTHLY 12/1-15/14	12/17/2014	\$755.84	USD	Pending	12/17/2014	00080629
LE 11053-66	12/16/2014	\$46,800.00	USD	Pending	12/30/2014	00164603
12/1-15/14	12/16/2014	\$523.16	USD	Approved	12/16/2014	00026948

- Click on the **Invoice Number** link to populate the Invoice Details screen. From this screen additional information about the Invoice can be collected.

Review Invoices
Invoice Details

State of Tennessee

Invoice Number: ETCH BI-MONTHLY 12/1-15/14

Invoice Date: 12/17/2014

Due Date: 12/17/2014

Discount End Date:

Approval Status: Pending Approval

Payment Status: To be Paid

Terms:

Invoice Total	
Gross Amount:	\$755.84 USD
Discount:	\$0.00 USD
Net Amount:	\$755.84 USD

Invoice Line Details					
Item ID	Description	Statistic Amount	UOM	Unit Price	Merchandise Amt
				0.00000	\$755.84 USD

Payment Schedule							
Scheduled to Pay	Payment Number	Gross Amt	Discount	Method	Status	On Hold	Withd Hold
12/17/2014		\$755.84 USD	\$0.00 USD	EFT	Unselected	No	No

Viewing Receipts

A Vendor can view receipts to verify that an item has been delivered and received in the Edison system. Information such as the date received, quantity, and price can be confirmed on this page. If necessary, inspection information can also be verified on this page. Follow the steps below to navigate to the **Review Receipts** screen.

Main Menu > Manage Orders > View Receipts

- Click **Main Menu**.
- Click **Manage Orders**.
- Click **View Receipts**.
- Enter the **From Receipt Date**.
- Enter the **To Receipt Date**.

HINT

If any additional information is known it can be entered here as well.

- Click **Search**.

Review Receipts
Filter Options

State of Tennessee

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria	
From Receipt Date:	12/03/2014 (example: 12/31/2000)
To Receipt Date:	12/17/2014 (example: 12/31/2000)
From PO ID:	
To PO ID:	
Shipment Number:	
Item ID:	
Vendor Item ID:	
Receipt Status:	
Search	

The search result will populate and provide the Receipt Number, Received Dated, PO Number, Item ID, Description, the number of received items, UOM, and the Status of the item.

Review Receipts									
Receipt Lines									
State of Tennessee									
Set filter options Receipt Lines Customize Find View 100 First 1-100 of 3881 Last									
Receipt Number	Received Date	PO Number	Ship No	Item ID	Description	Received	UOM	Status	
0000019058	12/03/2014	0000017075		5501-2X	SWEATERS,MILITARY,SWEATER,BLACK,2XL	1.0000	EA	Received	
0000011953	12/03/2014	0000010032		6201-0006	HATS,BASEBALL CAPS,LEGEND,6 PANEL,WINTER,BLACK,TDOC-E0006	2.0000	EA	Received	
0000011953	12/03/2014	0000010032		106841110W	BOOT,TACTILE,BLK,11W,THE SHIELD SERIES,R8865	1.0000	EA	Received	
0000011955	12/03/2014	0000010038		31518-175-4007	SHIRTS,UNIFORMM SHIRTS,MENS,SHORT SLEEVE,WITH ZIPPER,STERLING,17.5,TDOC-P4007	4.0000	EA	Received	

7. Click on the **Receipt Number** link to populate the Receipt Details screen.

Review Receipts									
Receipt Details									
State of Tennessee									
Receipt Number:		0000019058		Packing Slip Number:					
Receipt Datetime:		12/03/2014 12:20PM		Pro Number:					
Receipt Status:		Moved to Destination							
Item ID:		1000066722							
Vendor Item ID:		5501-2X							
Quantity Received:		1.0000 Each							
Quantity Inspected:		0.0000 Each							
Quantity Accepted:		1.0000 Each							
Quantity Returned:		0.0000 Each							
Quantity Rejected:		0.0000 Each							
Net Receipt Quantity:		1.0000 Each							
Reason for Rejection:									
RMA Number:				RMA Line:					
Purchase Order Schedule Customize Find First 1 of 1 Last									
PO Number	Due Date	Quantity	Ship To	Ship Via	Freight Trm	Price	Merchandise Amt		
0000017075	12/04/2014	1.0000	LOIS M DEBERRY SPEC NEED-WHSE	Best Option Available	FOB DESTINATION	112.00000	\$112.00 USD		
Invoice Lines Customize Find First 1 of 1 Last									
Invoice	Description	Statistic Amount		Unit Price	Merchandise Amt				
0000132326	SWEATERS,MILITARY,SWEATER,BLAC		EA	112.00000	112.000 USD				